



Volunteer Internship Building & Safety Division

The City of Milpitas, Building & Safety division, is looking for a Volunteer Intern. This person will assist in processing Building Permit applications, construction plans and documents and will leave with an understanding of the permitting process in a government environment and the inner workings of municipal building department.

Job Description

Under the supervision of the Permit Center manager, interns will prepare construction plans and documents for imaging. Interns will learn how to process Building Permit applications, construction plans, etc. As workload and time schedule will permit, intern may be involved in more complex projects.

Requirements

Applicants must be juniors or seniors in an accredited college or university with an emphasis in building construction. Applicants should have completed some Civil or Structural Engineering, Architecture, Construction Management or other courses that would enable the applicant to read and understand construction plans and documents.

The applicant must be willing; to participate in various projects, display the appropriate demeanor when working, observe arranged work hours, and undergo a fingerprint check prior to starting.

Selection Process

Applicants must submit a completed City of Milpitas application, cover letter, resume, and transcripts (unofficial accepted) to:

City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035

All applications will be reviewed and those whose qualifications best meet our current needs will be invited to an interview. All candidates will be advised of their status once an intern has been selected.